

MEMORANDUM

TO: Linda Bettencourt, Town/City Clerk

FROM: Insurance & Claims Committee

DATE: December 29, 2015

RE: 2016 Meeting Schedule

Please be advised that the regular meetings of Insurance & Claims scheduled for 2015 will be held on the first Tuesday of each month at 7:00 p.m. in Conference Room 208.

The specific meeting dates are as follows:

January 5, 2016

February 2, 2016

March 1, 2016

April 5, 2016

May 3, 2016

June 7, 2016

July 5, 2016

August 2, 2016

September 6, 2016

October 4, 2016

November 1, 2016

December 6, 2016

January 3, 2017

Cc: Marie Norwood, Common Council Clerk